Nominate, Join, Confer Rights to a Group

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Nominate a Group
Facility Administrator…

- Selects Nominate from the Group section of NHSN Nav Bar
- Enters the name and type of Group
- Enters the information about the Group Administrator
- Creates a joining password
- Submits
- Important: Must give joining password to Group Administrator!!

NHSN 1.0.40 Home Page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://sdn2.cdc.gov/nhsn/nhsnMain.do?method=showpage
Go Links
Search Web Mail My Yahoo! Answers Games Shopping Music

Use the Navigation bar on the left to access the features of the application.

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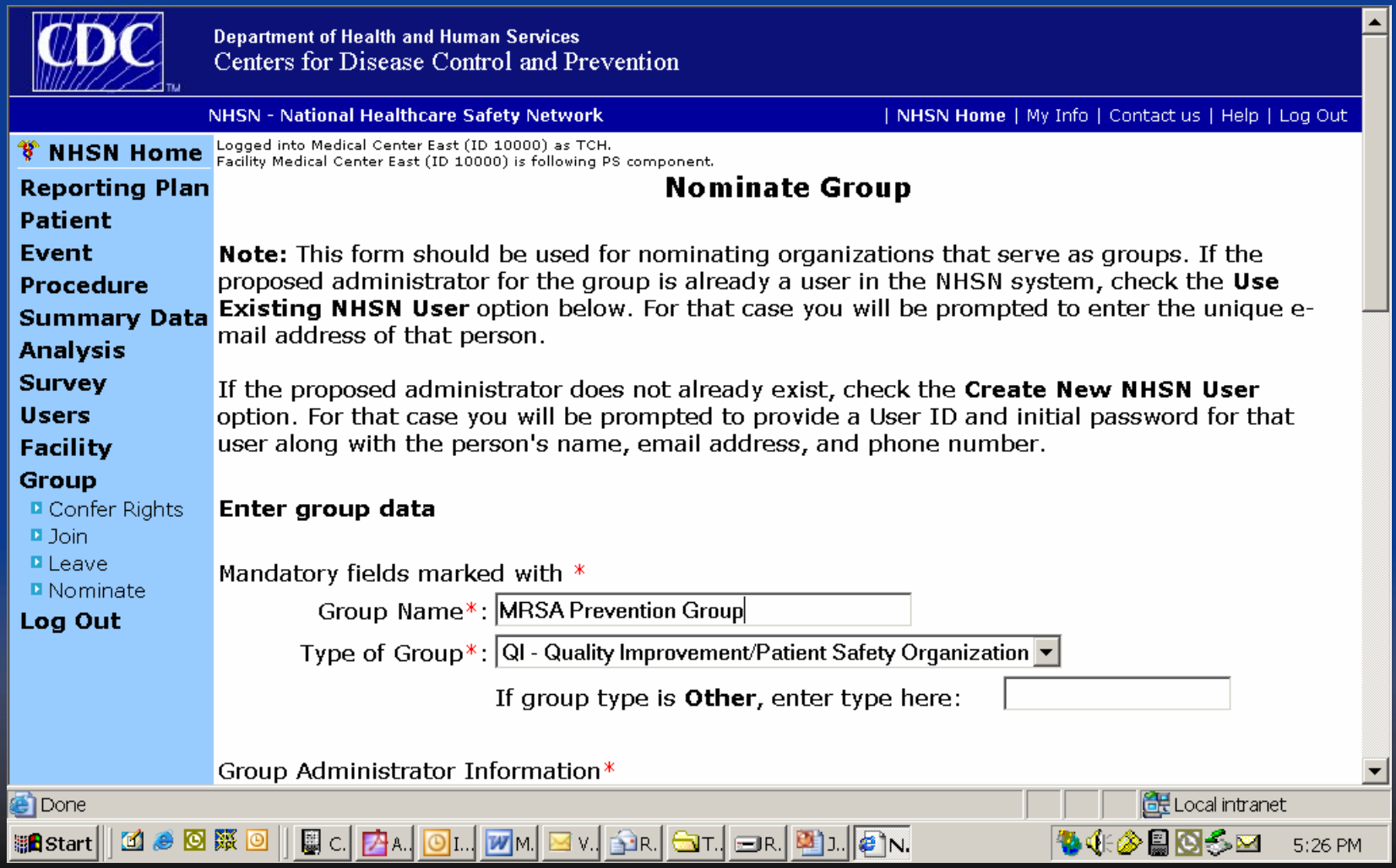
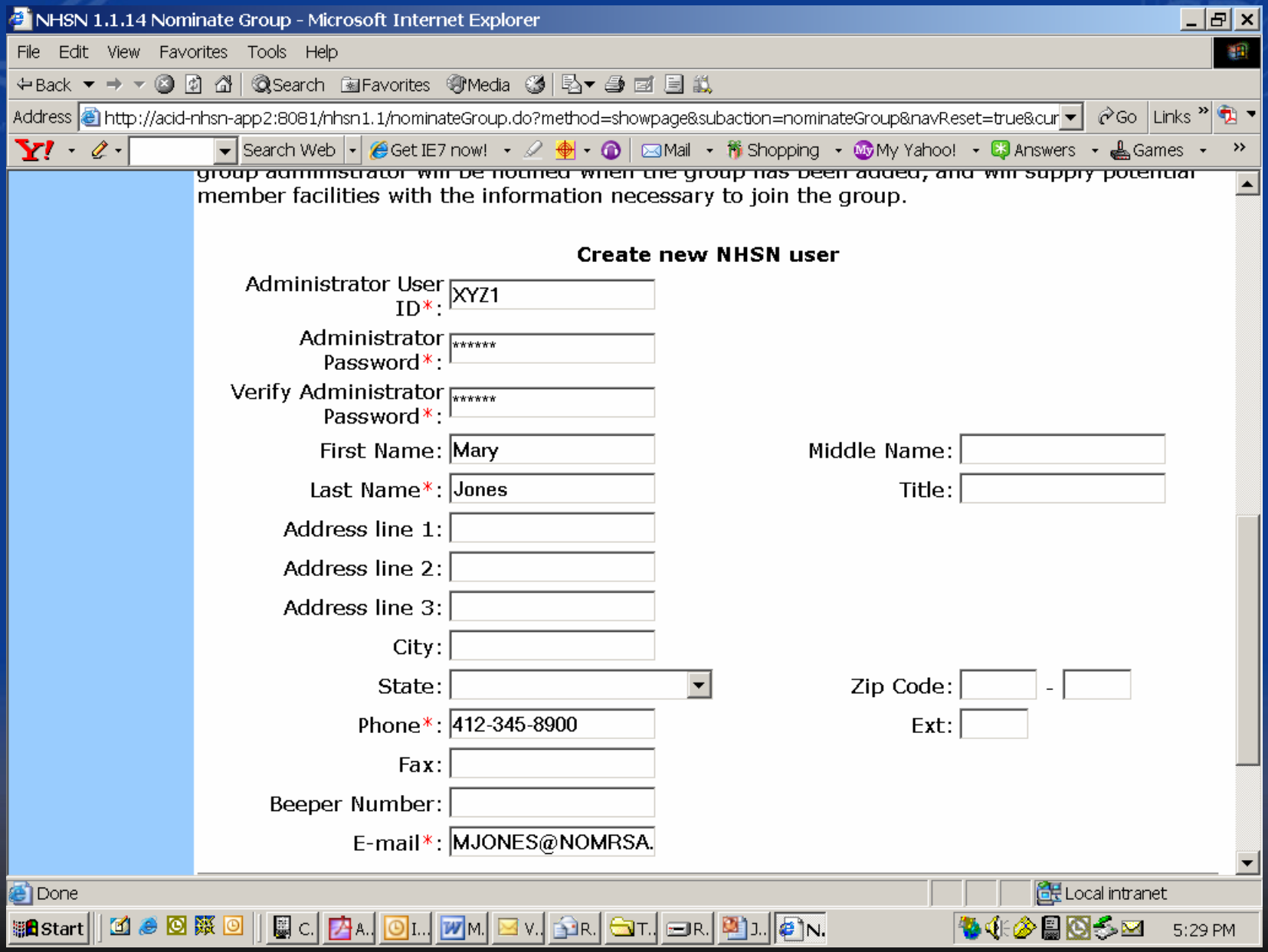
Assurance of Confidentiality: The information obtained in this surveillance system that would permit identification of any individual or institution is collected with a guarantee that it will be held in strict confidence, will be used only for the purposes stated, and will not otherwise be disclosed or released without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d)).

Local intranet
Start Dis... Inb... NH... Mic... En... N... NH... 9:01 PM

Note: Only one NHSN facility completes this step




NHSN 1.1.14 Nominate Group - Microsoft Internet Explorer
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Address http://acid-nhsn-app2:8081/nhsn1.1/nominateGroup.do?method=showpage&subaction=nominateGroup&navReset=true&cur
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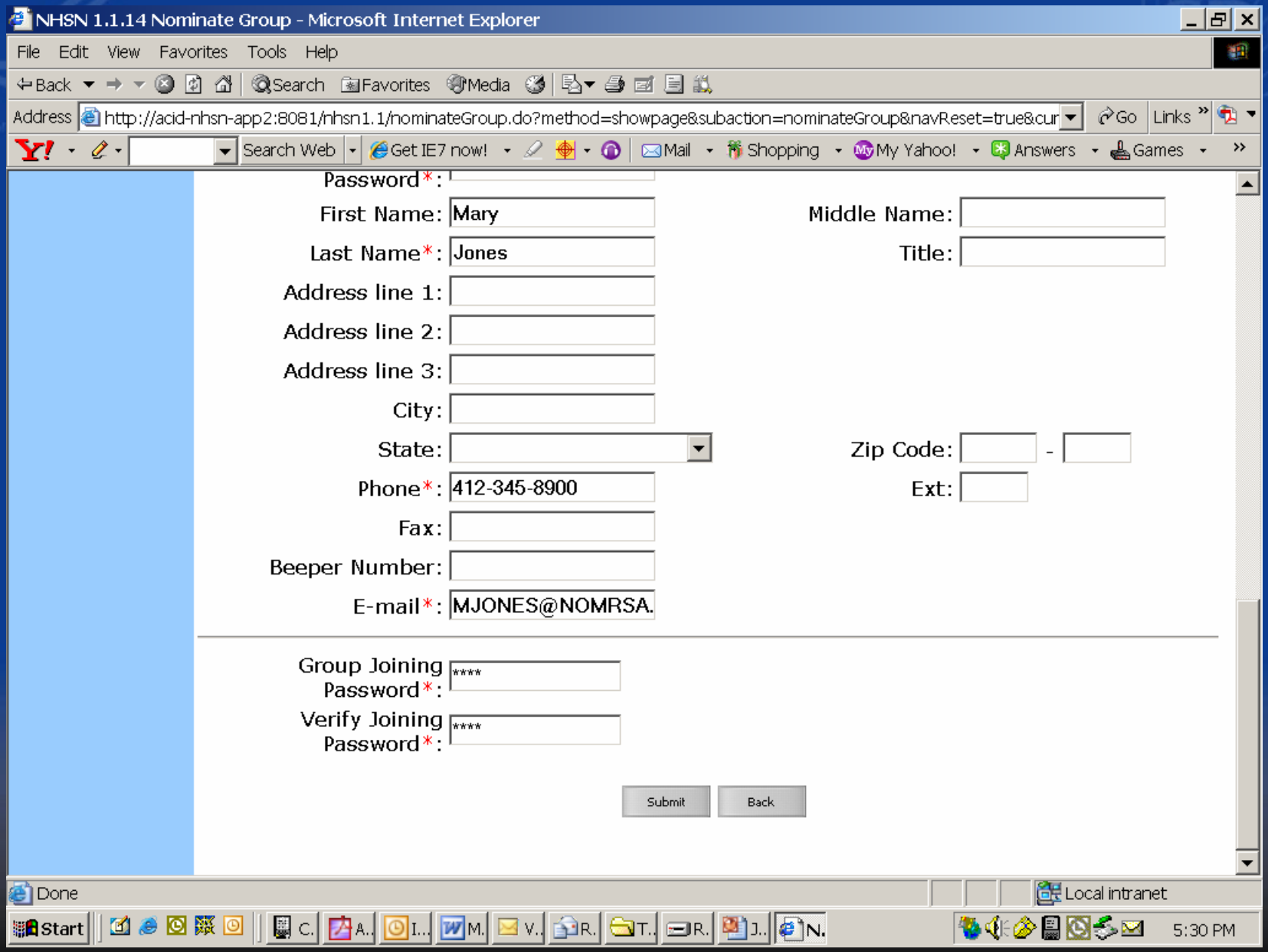
group administrator will be notified when the group has been added, and will supply potential
member facilities with the information necessary to join the group.
Create new NHSN user
Administrator User ID*: XYZ1
Administrator Password*: ******
Verify Administrator Password*: ******
First Name: Mary
Middle Name:
Last Name*: Jones
Title:
Address line 1:
Address line 2:
Address line 3:
City:
State:
Zip Code: -
Phone*: 412-345-8900
Ext:
Fax:
Beeper Number:
E-mail*: MJONES@NOMRSA.
Done
Local intranet
Start
5:29 PM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Go Links
Search Web Get IE7 now! Mail Shopping My Yahoo! Answers Games
Password*:
First Name: Mary
Middle Name:
Last Name*: Jones
Title:
Address line 1:
Address line 2:
Address line 3:
City:
State:
Zip Code: -
Phone*: 412-345-8900
Ext:
Fax:
Beeper Number:
E-mail*: MJONES@NOMRSA.
Group Joining Password*: ****
Verify Joining Password*: ****
Submit
Back
Done
Local intranet
Start
5:30 PM

Once nominated, Group Administrator …

- Obtains the Group joining password from the NHSN nominator
- Receives an email notification from NHSN containing the Group ID and instructions about obtaining a digital certificate
  - If already have a digital certificate, don't need a new one
  - Just request a new program/activity:
    - Program: National Healthcare Safety Network (NHSN)
    - Activity: NHSN Reporting
- Shares the Group ID and joining password with those NHSN facilities that should join the group

Email from NHSN to Group Administrator

You have been designated as the Group Administrator for the following NHSN group.

Group Name : MRSA Prevention Group

Group ID : 10903

Group Type : Quality Improvement/Patient Safety Organization

This group nomination was performed by:

Name : Jane Doe

Phone : 412-555-1234

In order to access NHSN, you will need to obtain and install a digital certificate onto the computer you plan to use for connecting to the NHSN.

Please print a copy of the document entitled ”SDN Enrollment Guide: A Guide for using the Secure Data Network to Obtain a Digital Certificate and to Enroll in a CDC Program” from the following URL … etc.

Join a Group

- From the Group section of NHSN Nav Bar, the Facility Administrator selects Join
- Enters the Group ID
- Enters the Group Joining Password
  - Clicks on Join Group

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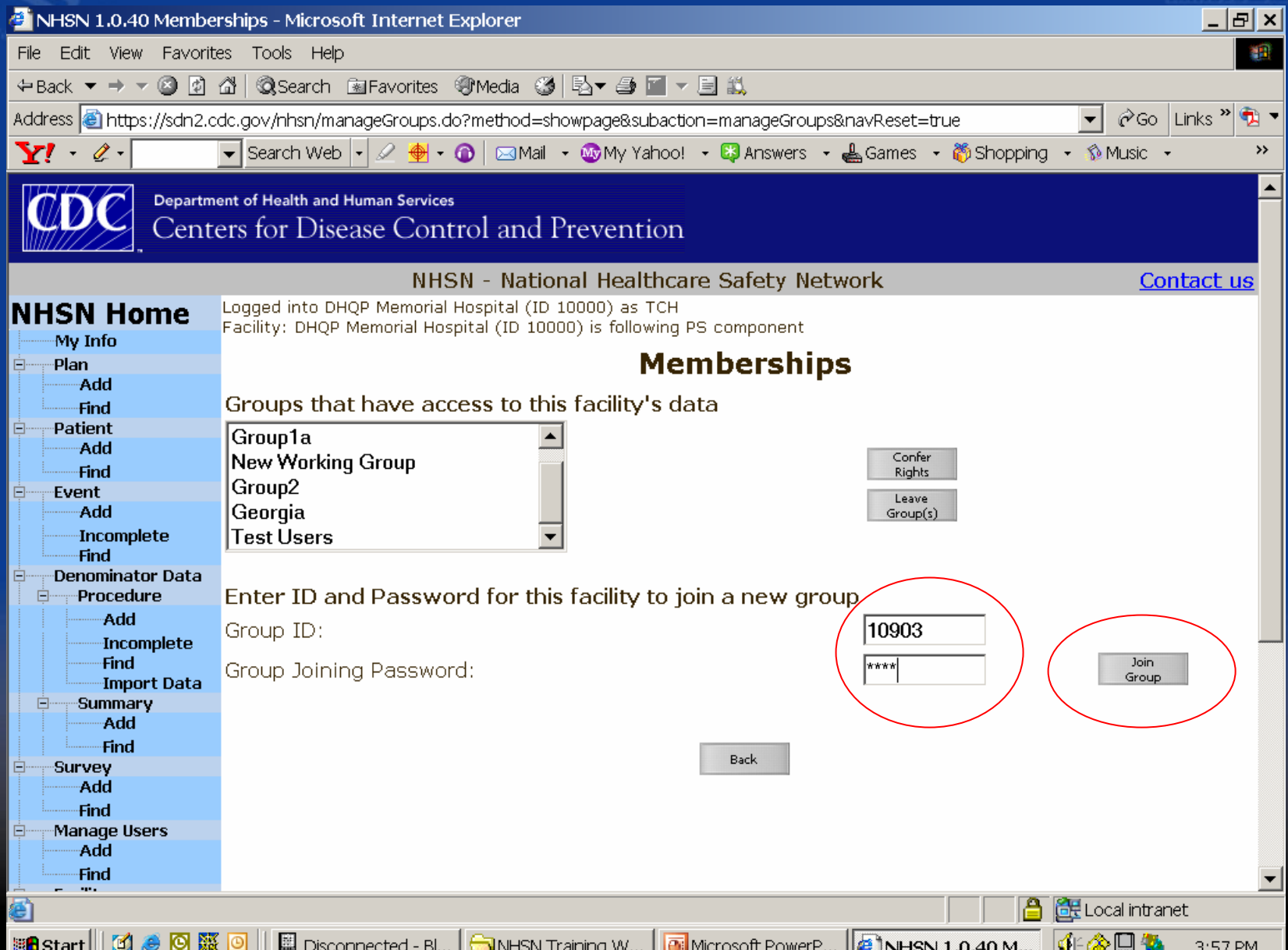
Group ID: 10903

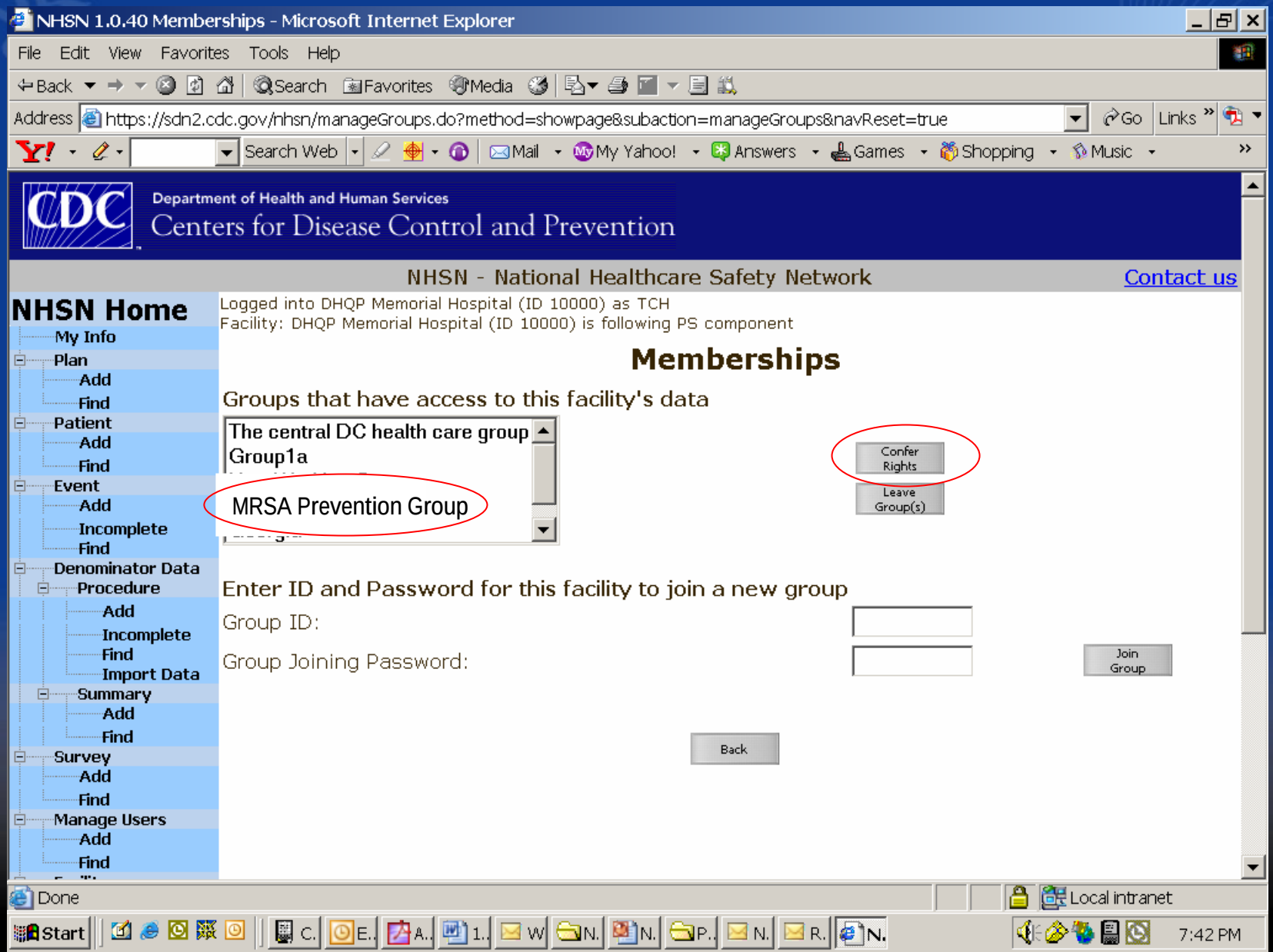
Group Joining Password: join



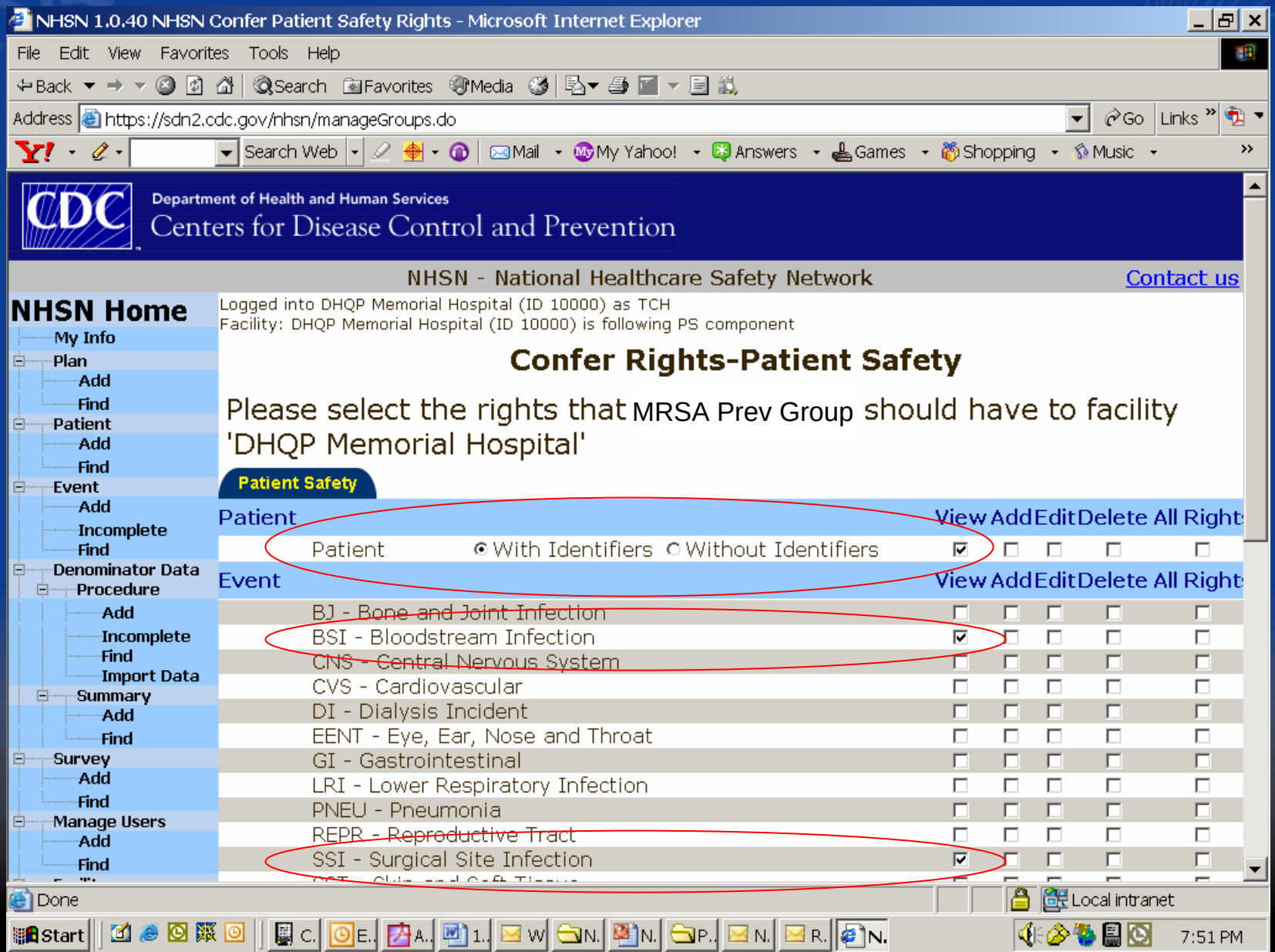
Confer Rights to the Group

- From the Group section of NHSN Nav Bar, the Facility Administrator selects Confer Rights
- Finds the Group name and highlights it
- Clicks on Confer Rights

Highlight Group name and click on Confer Rights



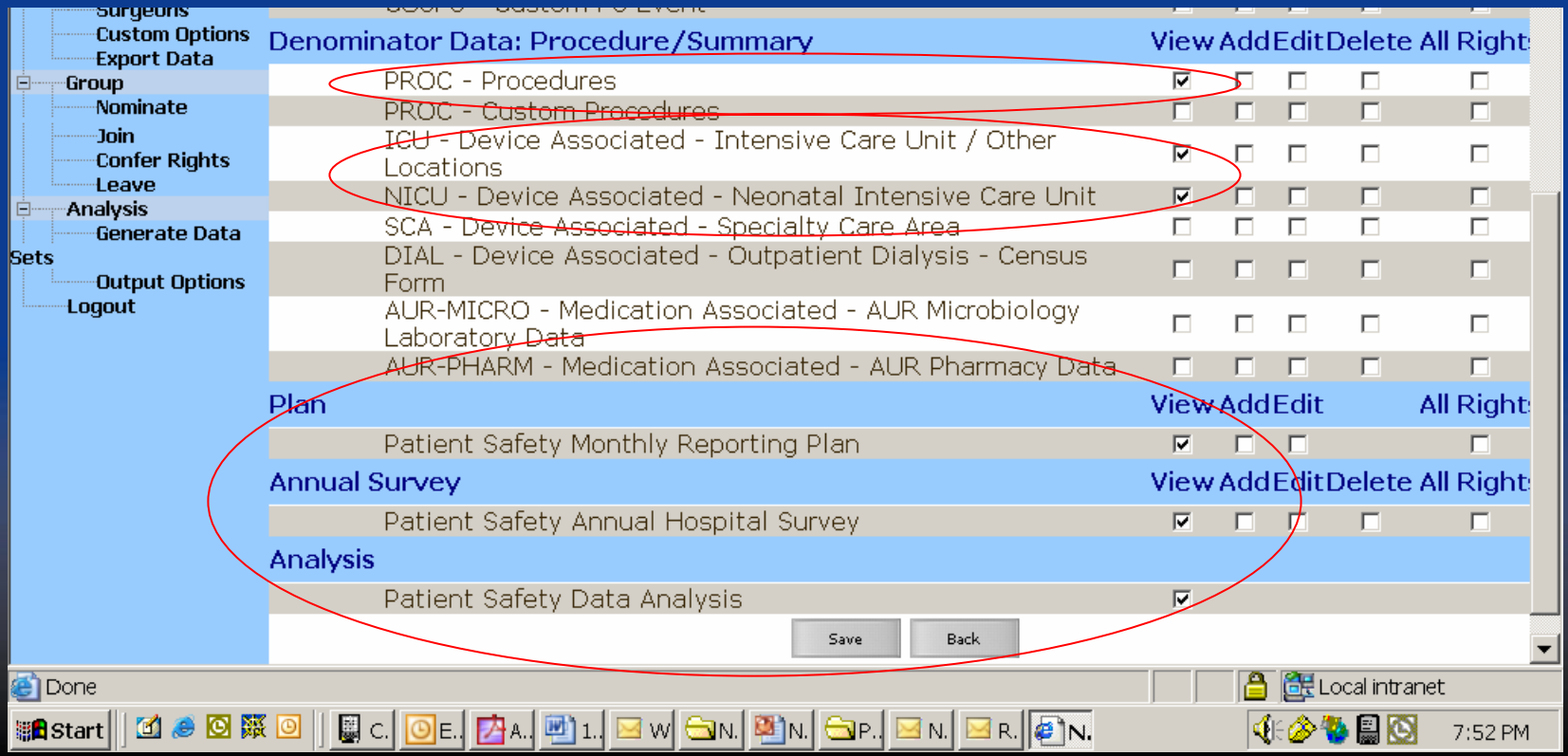
Click View rights for Patient and Events



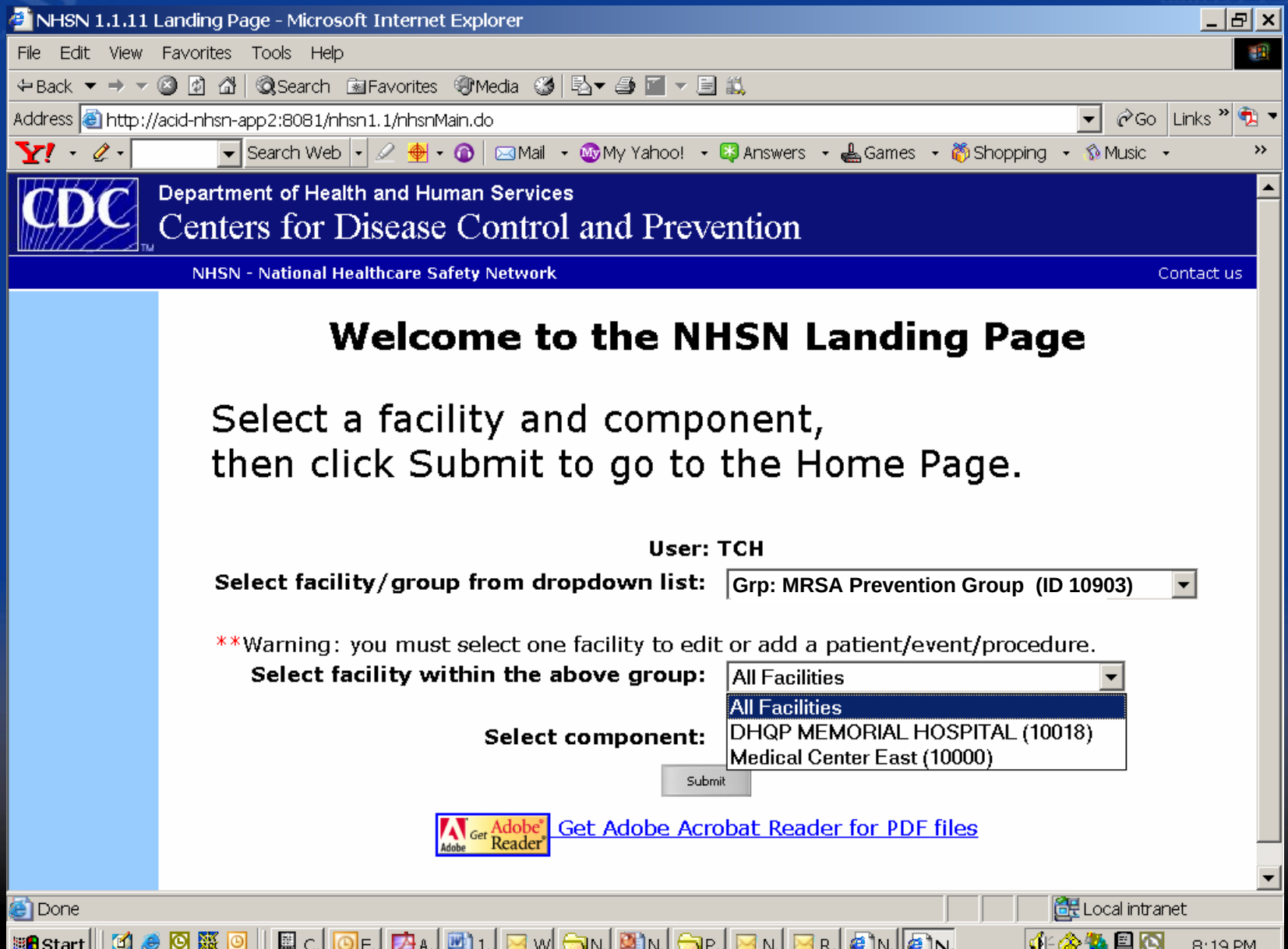
Click View rights for Denominators, Plan, and Hospital Survey

Click box for Patient Safety Data Analysis rights

Click Save



Group Administrator can now access your facility's data



http://www.cdc.gov/ncidod/dhqp/nhsn_members.html